

## RECREATION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise and coordinate assigned recreation program activities and operations within the Parks & Recreation Department including either day care services, community arts programs, senior citizen programs or league sports, to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Parks & Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Superintendent. Exercises direct supervision over professional and clerical staff.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate the organization, staffing and operational activities for assigned recreation program activities and operations including either day care services, community arts programs, senior citizen programs, aquatics or league sports.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures, identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures, meet with staff to identify and resolve problems.
5. Coordination of assigned program may include, but not be limited to, any of the following tasks: registration, admissions, attendance, tuition, orientations, curriculum development, fundraising, special guest presentations, special event coordination, facility scheduling and seasonal activities
6. Select, train, motivate and evaluate assigned personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures.
7. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
8. Provide staff assistance to the Parks & Recreation Director and Recreational Superintendent; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Coordinate assigned recreation program activities with those of other divisions and outside agencies and organizations.

10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned field of recreation services.



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11. Perform related duties and responsibilities as required.

### QUALIFICATIONS

#### Knowledge of:

Operational characteristics, services and activities of the assigned recreation program.

Modern and complex principles and practices of recreation program coordination and implementation. Methods and techniques of providing day care and pre-school services.

Principles used in coordinating community league sports activities. Various community art education programs.

Various needs and interests of senior citizens within the community.

#### Knowledge of

Principles of municipal budget preparation and control. Principles of supervision, training and performance evaluation. Pertinent Federal, State and local laws, codes and regulations.

#### Ability\_ to:

Supervise, direct and coordinate the work of lower level staff. Select, supervise, train and evaluate staff.

Interpret and explain City recreation policies and procedures.

Supervise and coordinate assigned recreation program activities and operations. Ensure program compliance with applicable laws, rules and regulations. Coordinate the provision of assigned recreation programs with contracted services. Elicit community and organizational support for assigned recreation programs. Prepare and administer assigned recreation program budgets.

Respond to requests and inquiries from the general public. Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work. Maintain Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Three years of responsible recreation program experience including one year of administrative and/or lead supervisory experience.

#### Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, public administration, leisure studies or a related field

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WORKING CONDITIONS

**Environmental Conditions:**

Indoor and outdoor recreational facilities or office environment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, traveling from site to site; and exposure to computer screens